



## Office of Museum Services

### Grant Policies and Guidelines

#### UTAH OFFICE OF MUSEUM SERVICES

The Utah Office of Museum Services (OMS) was created by the 1993 Utah State Legislature to provide Utah museums with technical assistance, professional training, and funding through a state grants program. OMS is a state agency within the Department of Community and Culture, Division of Arts and Museums, and is administered by three staff members and an eleven-member Advisory Board appointed by the Governor.

##### OMS Board Members:

Claudette Eastman, *Chair*, Dr. Harold Hickman, *Vice-chair*, David Dee, Larry Douglass, Dr. Campbell Gray, Lucinda L. Kindred, Edith Menna, Mike Nelson, Dr. Bonnie Pitblado, Jane Ream, Patty Timbimboo-Madsen

##### OMS Staff:

Dan Burke, *Director*, Laurel Casjens, *Assistant Director*, Judy Terry, *Secretary*

#### WHO MAY APPLY

Grants are available to museums located in Utah. The definition of “museum” is an organized and permanent nonprofit institution, essentially educational or aesthetic in purpose, with a responsible staff, which owns or utilizes tangible collections; cares for them; and exhibits them to the public on a regular schedule.

#### NONPROFIT STATUS

OMS requires that grant awards are made to museums that have tax-exempt status (501) (c) (3) with the Internal Revenue Services or be operated by a government entity. A copy of the tax-exempt status must be submitted to OMS before grants will be awarded. Applications from museums whose status is “in process” or “pending” will not be accepted.

#### MUSEUM ELIGIBILITY

To be eligible for OMS grants, a museum must:

1. Be located in Utah.
2. Have tax-exempt status (501) (c) (3) with the Internal Revenue Service; or be operated by a government entity.
3. Have as a primary purpose the display or use of collections and exhibits. An institution must exhibit objects to the public through facilities it owns or operates.
4. Have at least one paid or unpaid staff member or the equivalent, whose primary duty is the care, acquisition, or exhibition to the public of objects owned or used by the museum.
5. Have been incorporated and open to the public for one year (12 months) prior to submission of the grant application.

#### GRANT CATEGORIES

**Development Grants** up to a maximum of \$1,000 are available to museums that are open for less than 1,000 hours annually. Grant requires no match.

**Project Support Grants** up to a maximum of \$6,000 are available to all eligible museums. Grants require a cash and/or in-kind match. Matching funds and in-kind matches must be associated with the project. The amount of match is dependent on the museum’s total operating budget listed below:

Total Museum budget	Match
\$250,000 or more	100 %
\$100,000 – \$249,000	50 %
Less than \$100,000	25 %

## INELIGIBLE PROJECTS

OMS Grants cannot be used to fund the following:

1. Endowments
2. Acquisition of objects for the collection
3. Salaries for part-time or full-time staff positions
4. General operating or maintenance support
5. Lobbying expenses
6. Projects that have been initiated prior to July 1<sup>st</sup> of current year

## REVIEW PANEL

OMS grant applications will be reviewed by the OMS Advisory Board. The Board reserves the right to award a portion of the grant application funding request.

Grant awards are evaluated and based on the following criteria:

- Evidence of Sound Organizational Planning: what is the project, how do you plan to accomplish the project.
- Need for the project
- Merit/Significance of the project
- Long-Term Benefits for museum and community

## CONFLICT OF INTEREST

OMS is mindful of conflict of interest or situations that may be perceived as conflicts. Board members must disclose their affiliation with any organization under discussion. Those having a conflict of interest may not advocate a point of view or vote on the issue in which they have a conflict.

## INFORMATION

1. The Dun & Bradstreet number is free and can be used as an advocacy tool for museums. To register call 1-866-705-5711 or visit <http://fedgov.dnb.com/webform>.
2. To identify your state legislators, go to <http://www.le.state.ut.us/Documents/find.htm>.

## APPLICATION REQUIREMENTS

- Only completed applications will be accepted.
- Museums can submit only one application per grant cycle.
- Museums can apply for only one project.
- All applications must be postmarked by midnight of the deadline date specified in the grant application. Application deadlines will be strictly enforced and late applications will not be considered.
- Portion of the project being funded cannot start prior to July 1<sup>st</sup> of current year and must be completed by June 1<sup>st</sup> of year following grant award.
- Applicant must specifically describe how OMS funds will be spent on project.
- When a consultant is used as part of the project, a resume must be attached. A consultant cannot be part of the museum's staff.
- Grantees shall give credit to the Office of Museum Services in promotion, publicity, and advertizing associated with this grant. The OMS logo is available upon request.
- Grant recipients will be required to submit an Evaluation Report form to OMS within thirty (30) days of project completion. Failure to submit evaluation reports will jeopardize future grant awards. Copies of publicity, promotion materials, and photographs should accompany the evaluation report form.
- The contract will be completed and closed upon receipt of the Evaluation Report form at the Utah Office of Museum Services.

## CHANGES THIS YEAR

- 1) Project support grants are available to all museums.
- 2) Museums can apply for only one project.